

Requesting the Addition of a Vendor Checklist

1. Send the request via email to spovendor@state.nd.us
2. Supply the vendor's complete name and address.
3. Key all information in caps – this allows our staff to cut and paste the information versus re-keying the information.
4. If the vendor is an employee, supply an employee id number.
5. Indicate if the vendor is a one-time payment (one-time vendors become inactive upon payment).
6. If more than five vendors need to be added, please submit them in an Excel spreadsheet. The spreadsheet along with the instructions will be posted to the following site: <http://www.nd.gov/spo/connectnd/>
7. A copy of the checklist will also be posted to the above site.